

Lau, Raymond W.

From: King, Valerie A.
Sent: Monday, August 14, 2000 3:20 PM
To: Lau, Raymond W.
Subject: Sapphire Group

Raymond,
As follow-up to our discussion:

We included 50,000 in the 2000 Second Revised budget for the Sapphire Group.

I could not identify a project sheet that captures the work proposed by the Sapphire Group. In order to include this in our current tracking process, please fill out the attached project plan form. Once completed, it will be included in the packet of materials that will be reviewed during the next planning meeting with Rick's staff.

Please note that the next planning meeting is scheduled for October 2; if you require moving forward sooner, I would suggest asking if Roger would bring it up at an earlier topical staff meeting.

Let me know if you have any other questions.

Thanks,
Valerie



Project Form.doc